



THE WOODLANDS TOWNSHIP  
TITLE VI PROGRAM  
CIVIL RIGHTS ACT OF 1964

ADOPTED FEBRUARY 2014  
REVISED JUNE 2016  
PASSED AND APPROVED July 27, 2016

## **POLICY STATEMENT**

It shall be the policy of "The Woodlands Township (the "Township") that no person shall, on the grounds of race, color, or national origin, as provided by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, as amended), and in accordance with related Title VI regulations (49 CFR Part 21), the Policy Guidance concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087), and FTA Circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration (collectively, the "Authorities"), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Township transit program or activity receiving federal financial assistance.

## **TITLE VI PROCEDURES**

The Township has developed this Title VI Program as a new Federal Transit Administration ("FTA") Grantee to address compliance with the Authorities and, specifically, Chapters III and IV of FTA Circular 4702.1B, including all necessary procedures, a complaint process and a Title VI notice to the public. The Township's Title VI Coordinator is responsible for initiating and monitoring Title VI activities and assuring the preparation of required reports.

## **NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI (CHAPTER III-5):**

The Township will post the following notice to the public on all FTA-funded transit vehicles, the offices of the Township, Park & Ride terminal buildings, and on the Township website.



### **Notifying the Public of Rights Under Title VI**

#### **THE WOODLANDS TOWNSHIP**

- The Woodlands Township operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with The Woodlands Township.
- For more information on the Township's civil rights program, and the procedures to file a complaint, contact (281) 210-3800, email [express@thewoodlandstownship-tx.gov](mailto:express@thewoodlandstownship-tx.gov) or visit our offices at 2801 Technology Forest Blvd, The Woodlands, TX 77381. For more information, visit [www.thewoodlandstownship-tx.gov](http://www.thewoodlandstownship-tx.gov).
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.
- If information is needed in another language, please contact (281) 210-3800.
- Si se necesita información en otro idioma, por favor póngase en contacto con (281) 210-3800.

THE WOODLANDS TOWNSHIP  
TITLE VI POLICY - Revised June 2016

#### **TITLE VI COMPLAINT PROCEDURES AND FORM (CHAPTER III-6):**

A process has been established for receiving and processing all complaints filed pursuant to the Authorities and relating to any transit program, activity or service receiving federal financial assistance administered by the Township or its sub-recipients and contractors. The necessary Complaint Form is attached as Appendix A hereto.

This process is optional and does not affect the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. A person may also file a complaint directly with the Federal Transit Administration at the FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

These procedures are part of an administrative process which does not provide for remedies that include punitive damages or compensatory remuneration for the complainant.

#### ***FILING***

Any individual, group of individuals or entity that believes he, she or it has been subjected to discrimination on the basis of race, color, or national origin by the Township may file a complaint with the Township's Title VI Coordinator. The complaint must be reduced to written form and filed within 180 calendar days of the alleged occurrence, or when the alleged discrimination became known to the complainant. The complainant(s) must meet the following requirements:

- a. Submit the complaint in writing and signed by the complainant(s);
- b. Present the date of the alleged act of discrimination (or the date when the complainant(s) became aware of the alleged discrimination); and,
- c. Present a detailed description of the issues including name(s) and job title(s) of the person(s) committing the alleged act of discrimination.

Allegations received by fax or email will be acknowledged, but will not be processed until the identity of the complainant(s) is (are) known and a signed copy of the complaint is submitted to the Township. Allegations received by telephone will be reduced to written form and provided to the complainant(s) for confirmation or revision before processing. A complaint form will be forwarded to the complainant(s) for completing, signing and return to the Township for processing. Complainants with limited English proficiency shall be provided an interpreter to assist in completing the complaint. The Township may engage an interpreter or an interpretation services

contractor as necessary to assist with taking a complaint or completing the complaint process as necessary.

#### *PROCESSING*

The Township will promptly process all complaints that are fully and timely completed and submitted. Once the complaint is received, the Township will review it to determine whether:

- a. The Township has jurisdiction;
- b. The allegations involve discrimination based on race, color, or national origin;
- c. The allegations involve a federally funded transit program or activity of the Township, or a sub-recipient or contractor of the Township;
- d. The complaint is administratively complete; and,
- e. The complaint is timely.

#### *DISMISSAL*

A complaint may be dismissed if:

- a. The complainant(s) request(s) withdrawal of the complaint;
- b. The complainant(s) fail(s) to respond to repeated requests for additional information needed to process complaint;
- c. The complainant(s) cannot be located after reasonable attempts; and/or,
- d. The Township determines that the complaint does not meet the requirements for filing and processing stated above.

The complainant will be notified in writing of the ground(s) for dismissal.

#### *INVESTIGATION*

If the Township determines that jurisdiction is proper and that the complaint is administratively complete, timely and in proper form, the complainant(s) and the respondent(s) will be promptly notified in writing of such determination. The complaint will then receive a case number and be logged into the Township's records identifying its basis (race, color, or national origin) and the alleged harm.



In cases where the Township determines to investigate the complaint, the Title VI Coordinator will promptly commence investigation of the complaint and provide the respondent(s) with the opportunity to respond to the allegations in writing. The respondent(s) will have twenty (20) calendar days from the date of the Township's written notification of its determination to furnish a written response to the allegations.

The Title VI Coordinator will use all reasonable efforts to resolve the complaint at the lowest level possible. The Title VI Investigator will make every reasonable effort to pursue a timely resolution of the complaint. Initial interviews with the complainant and the respondent will request information regarding specifically requested relief and settlement opportunities. Within thirty (30) calendar days after the due date for the response(s) of the respondent(s), the Title VI Coordinator will prepare an investigative report including a narrative description of the incident, the identification of person(s) interviewed, any findings of fact, and any recommendations for disposition, and will review such draft report with Township legal staff.

#### **FINAL REPORT**

If the complaint is not resolved to the mutual satisfaction of the complainant(s) and the respondent(s) within sixty (60) days after the Township's determination, the Township Title VI Coordinator's final investigative report shall be filed and recorded as hereinafter provided, and the Township will notify the parties of its findings.

#### **RECORDING AND REPORTING OF TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS AND LAWSUITS (CHAPTER III-7):**

The Title VI Coordinator shall maintain a written record of all transit-related Title VI complaints (including complaints not accepted for investigation), investigations and related Title VI litigation in substantially the form shown below. Such records shall be reported to FTA or other appropriate governmental agencies having jurisdiction when requested or when otherwise required by the Authorities.

	<b>Date</b> (Month, Day, Year)	<b>Summary</b> (Included basis of complaint: race, color, or national origin)	<b>Status</b>	<b>Action(s) Taken</b>
<b>Complaints</b>				
1	None			
2				
3				
<b>Investigations</b>				
1	None			
2				
3				
<b>Lawsuits</b>				

1	None			
2				
3				

**PROMOTING INCLUSIVE PUBLIC PARTICIPATION (CHAPTER III-8):**

The Township will maintain a public participation process for all transportation planning and/or construction projects. The objectives of the public participation process will be consistent with Houston-Galveston Area Council's ("H-GAC") Public Participation Plan. Those objectives include:

- a. Presenting opportunities for citizens and stakeholders to provide public feedback for all transportation planning and/or construction projects through an open public comment process;
- b. Providing opportunity for comment from identifiable stakeholder groups in the Township, such as low-income, elderly, disabled, racial or language minorities, and other community groups; and
- c. Providing educational information on projects to stakeholders in a variety of formats and languages, as needed.

Transit-related meetings of the Board of Directors of the Township at which a deliberation by the Board for the purpose of arriving at a decision or action on a proposed transit-related project shall be open to the public to ensure a greater opportunity for involvement from concerned stakeholders. Proposed federally funded transit projects shall be discussed in detail at one or more public meetings during the planning process and before construction begins. The Township will utilize multiple media outlets to advertise significant transit-related meetings, including newspapers and website notices. Meeting informational materials can be made available in Spanish upon advance request by an affected citizen or group. If requested by an affected citizen or groups, at least seven (7) days in advance, the Township will have an individual who is bilingual at each such meeting to translate. Oral comments can be translated upon request.

When planning for operations or transportation capital projects, public meetings shall be held in a facility in the geographic area impacted by the construction and served by the transit facility.

### **ACCESS TO LEP PERSONS (CHAPER III-9):**

#### ***FOUR FACTOR ANALYSIS***

The Township has only recently been deemed to be a designated recipient of FTA transit funds but has indirectly sponsored or promoted various transit programs and services within the Township for many years through contractual arrangements with the Brazos Transit District and other local agencies. As such, the Township has had limited direct operational experience in these current transit operations and limited opportunities to analyze the needs of the various service area population language groups for language assistance. Accordingly, the Township shall promptly undertake a four factor analysis, consistent with the policy guidance provided in the Authorities, including 70 FR 74087, for the purpose of estimating the number or proportion of limited English proficient ("LEP") persons to be served or impacted by federally funded transit projects or programs of the Township. Following the completion of such analysis, supplemental policies and procedures to comprise portions of the Township's language assistance plan ("LAP") to benefit LEP persons or groups shall be considered, adopted and implemented as the results of such analysis dictate. Thereafter, the Township shall continuously monitor the need for adoption, amendment and implementation of the LAP using the methods and procedures described in the Authorities, using data and survey information obtained from current Township contractors or from independent surveys initiated by the Township.

#### ***PRELIMINARY CONCLUSIONS***

Pending completion of the four factor analysis, preliminary conclusions can be drawn from existing available demographic and operational data as to the need for a Township LAP:

- a. According to data from the American Community Survey, 2007-2011, set forth in Appendix B hereto, some 3.9 percent of the total Township transit service area population speaks English "less than well." While 9.9 percent of the Township transit service area population speaks Spanish at home, the percentage of Spanish-speaking individuals who reported speaking English "less than well" is only 2.6 percent of the total transit service area population. This percentage is less than the 5.0 percent "safe harbor" threshold requiring written translation of vital documents for this language group, but the number of LEP persons in this language group exceeds the safe harbor threshold of 1,000 persons.
- b. It is anticipated that LEP persons would come into contact with Township transit programs, activities and services primarily when scheduling a limited-eligibility demand response trip or when using fixed route services while boarding, riding and alighting, as well as during the planning, procurement and construction of federally funded transit and pedestrian capital projects. It is not anticipated that



transit construction activities will result in any significant detours or changes to public transit access or disruptions for transit users.

- c. The nature and importance of the Township's transit programs, activities and services to LEP persons can best be determined through user surveys conducted during the four factor analysis.
- d. Based upon requests for language assistance in connection with other non-transit related community services provided by the Township, the following cost estimates for translation services and documentation have been developed:

Public meeting notices:	6/year @ \$800 each = \$4,800/year
Project Newsletters:	4/year @ \$800 each = \$3,200/year
Public meetings:	<u>10/year @ \$200 each = \$2,000/year</u>
Total = \$10,000/year	

The actual number of meetings, notices, and newsletters could vary.

#### *LANGUAGE ASSISTANCE PLAN*

Upon completion of the four factor analysis, the Township shall promptly amend or supplement its LAP to incorporate the results of such analysis, where needed. Pending completion of such analysis, the Township's initial LAP shall include the following elements:

- a. The Township shall maintain Spanish speaking staff during normal business hours to provide translation and interpretation services free of charge. Requests for such services can be made by calling 281-210-3800 during normal business hours.
- b. Vital documents related to federally funded transit programs, activities or services that are published, posted or distributed by the Township shall be written in both English and Spanish.
- c. The Township shall make known during all public involvement programs, procurements, advertisements and other similar instances regarding Township transit programs, activities and services that documents, instructions and other vital materials can be translated into Spanish free of charge upon request.
- d. The Township's Title VI Notice to the Public, as well as notice of the availability of Spanish language assistance from the Township free of charge regarding federally funded transit programs, activities or services of the Township, shall be



posted on the Township website, on transit vehicles, at transit stops and at other strategic locations within the Township.

- e. Notice of major changes by the Township in transit services or fares shall be published, posted or given in English and Spanish by means reasonably designed to come to the attention of Spanish-speaking LEP persons within the Township transit service area.
- f. Training shall be provided to Township employees in language assistance to Spanish-speaking LEP persons in the Township transit service area.
- g. The Township will monitor the number of requests for Spanish translations or other language assistance regarding Township transit programs, activities or services and shall note any comments or complaints regarding such translations or language assistance in order to identify other resources and procedures that may facilitate communication with Spanish-speaking LEP persons.
- h. The Township LAP shall be reviewed and updated, as necessary, no less frequently than every three calendar years.

**MINORITY REPRESENTATION ON PLANNING AND ADVISORY BODIES (CHAPTER III-10):**

The Township does not currently have a transit-related, non-elected planning board, advisory council or committee, or similar committee, the membership of which is selected by the Township.

**PROVIDING ASSISTANCE TO AND MONITORING SUBRECIPIENTS (CHAPTER III-11 AND 12):**

The Township does not currently distribute FTA funds to sub-recipients.

**DETERMINATION OF SITE OR LOCATION OF FACILITIES (CHAPTER III-13):**

Neither the Township nor its contractors have previously determined, selected or used a facilities site or location that required any displacement of persons from their residences or resulted in any adverse impacts to any persons. In connection with any future construction of federally funded transit facilities within the Township transit service area, the Township will perform a Title VI equity analysis during the planning stage of such project with regard to the location of the facility and taking into account the potential impacts, siting, alternatives and cumulative adverse impacts of such project, as required by the Authorities.

**ADDITIONAL INFORMATION (CHAPTER III-14):**

The Township shall provide upon request from FTA such additional information as may be necessary to enable FTA to investigate complaints of discrimination or to resolve concerns about possible compliance with the Authorities.

**SYSTEM-WIDE SERVICE STANDARDS AND POLICIES (CHAPTER IV-4):*****POLICY***

It shall be the policy of the Township in connection with all federally funded transit programs, activities or services of the Township that the Township shall not utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color or national origin, or which have the effect of defeating or substantially impairing accomplishment of the objectives of such programs, activities or services with respect to individuals of a particular race, color or national origin, and the Township shall take all such actions as may be necessary and proper to assure that no person is excluded from participation in or denied the benefits of such programs, activities or services on the grounds of race, color or national origin. In particular, no person or group of persons shall be discriminated against with regard to the routing, scheduling or quality of federally funded transit services furnished by the Township on the basis of race, color or national origin.

***SERVICE STANDARDS******Vehicle Load Standards***

The maximum seated capacities for transit vehicles are 22 passengers for Waterway Trolleys, and 55 passengers for The Woodlands Express. Standees are not allowed on The Woodlands Express.

***Vehicle Headway Standards***

Fixed-route Waterway Trolley services operate with an approximate headway (frequency) of 30 minutes or less during non-peak operating hours (11:00 a.m. to 1:00 p.m. and 6:00 p.m. to 8:00 p.m.) and 20 minutes or less during peak operating hours (1:00 p.m. to 6:00 p.m.) daily. Fixed-route trolley services have no set schedule; instead, arrivals and departures depend upon pedestrian and auto traffic in the area.

The Woodlands Express Park & Ride service operates between 5-20 minute headways Monday through Friday departing the park & ride lots from 5:15 a.m. to 8:15 a.m. to various Houston downtown, medical center, and Greenway Plaza locations and from various Houston downtown, medical center, and Greenway Plaza locations departing from 3:15 p.m. to 7:00 p.m. There is also one mid-day run to both the Research Forest and the Sawdust Park & Ride lots at 12:30 p.m. from downtown Houston to The Woodlands.

### *On-Time Performance Standards*

Currently, all transit services provided by the Township are operated by contractors. At such time as the Township takes over direct responsibility providing such transit services, the Township will undertake a travel time survey to define system on-time performance and average trip length for the Waterway Trolleys and The Woodlands Express.

### *Service Availability Standards*

#### Waterway Trolleys

Fixed route trolley services (Waterway Trolleys) with a surrounding  $\frac{1}{4}$  mile buffer cover 2.27 percent of The Woodlands Township Census Designated Place limits. Trolley services are primarily centered around The Woodlands Town Center.

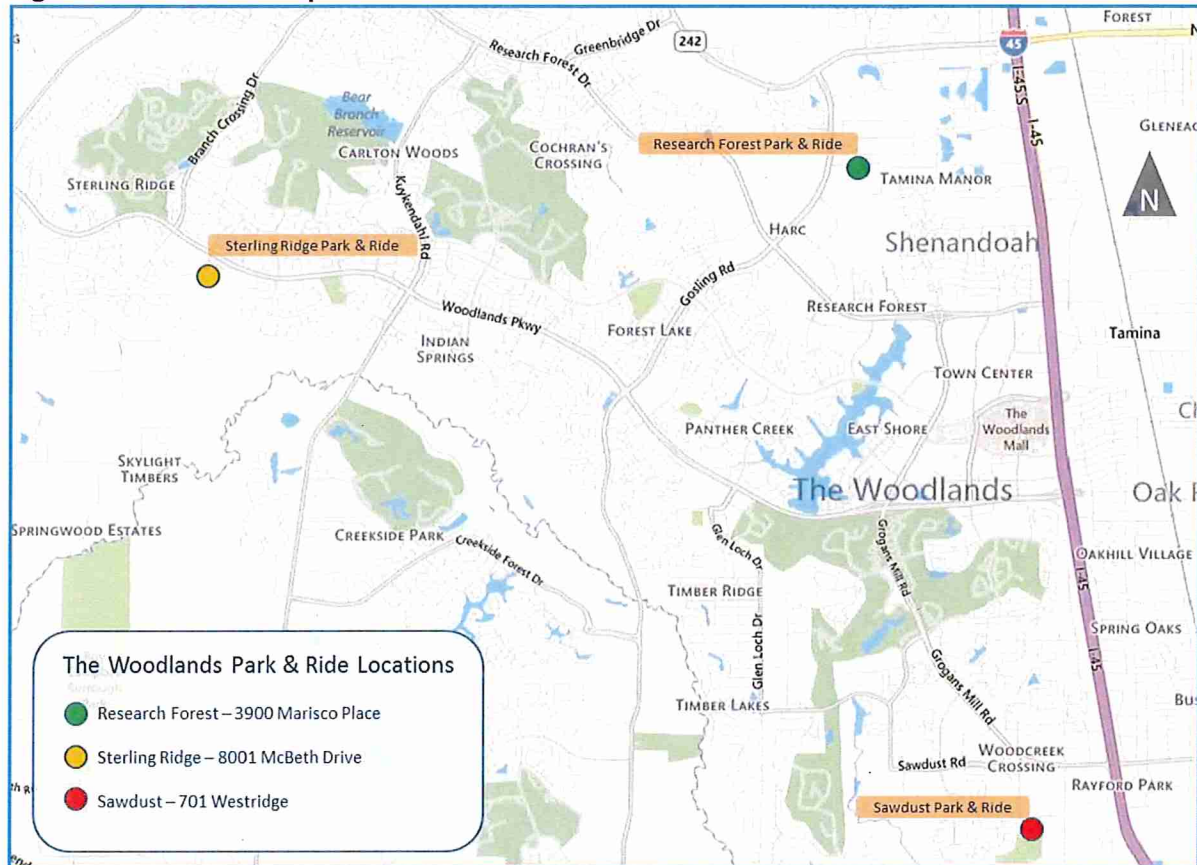




### Woodlands Express Park & Ride Services

There are three (3) park & ride lots located across the Township service area as shown in **Figure 2**.

**Figure 2: Woodlands Express Park & Ride Locations**



### *SERVICE POLICIES*

#### *Vehicle Assignment Policy*

The Waterway Trolley service operates a 25-foot Cable Car Concept's vintage-style trolley equipped with wheelchair lifts or ramps to make them ADA accessible. All vehicles are equipped with air-conditioning and heating. Six (6) new vehicles were purchased in 2015 and will be rotated out of service and replaced at least every seven (7) years.

The Woodlands Express Park & Ride commuter bus service operates thirty (30) 45-foot heavy duty coaches in daily service provision. All coaches have wheelchair lifts and are ADA accessible.



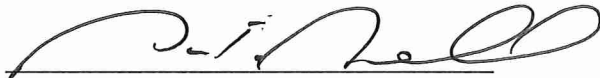
The Township has recently agreed to purchase up to twenty-five (25) new commuter coaches through an agreement with H-GAC. All new coaches are ADA compliant and were procured per FTA requirements. Delivery of all coaches is anticipated to be complete in 2017.

All new coaches will be distributed evenly for operations among the three park & ride locations. Township-owned coaches will be rotated out of service and replaced at least every twelve (12) years or 500,000 miles, whichever comes first.

*Transit Amenities Policy*

It shall be the policy of the Township to ensure the equitable distribution of transit amenities across the system in order to provide comfort, convenience, accessibility, and safety to its riders. These amenities may include items such as benches, seats or canopies at transit stops and/or park & ride terminals. They may also include the provision of information, such as printed signs, system maps, route maps, and/or schedules.

The Township's Board of Directors has approved this Title VI Program pursuant to the resolution attached as Appendix C hereto.



Don Norrell  
President / General Manager  
The Woodlands Township

8-11-16  
Date



Chris LaRue  
Title VI Coordinator  
Transit Program Manager  
The Woodlands Township

09 AUG 2016  
Date

## APPENDIX A - TITLE VI COMPLAINT FORM

Si se necesita información en otro idioma, por favor póngase en contacto con (281) 210-3800.

The Woodlands Township is committed to ensuring that no person is excluded from participation in or denied the benefits of its federally funded transit programs, activities or services on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended. Title VI complaints must be filed within 180 days from the date of the alleged discrimination.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Transit Program Manager for The Woodlands Township by calling 281-210-3800. The completed form must be returned to The Woodlands Township, 2801 Technology Forest Boulevard, The Woodlands, Texas 77381.

Your Name:	Phone:
Street Address:	Alt Phone:
	City, State & Zip Code:
Person(s) discriminated against (if someone other than complainant): Name(s):	
Street Address, City, State & Zip Code:	

Which of the following best describes the reason  
For the alleged discrimination took place?  
(Circle one)

Date of  
Incident: \_\_\_\_\_

- Race
- Color
- National Origin (Limited English Proficiency)

Please describe the alleged discrimination incident. Provide the names and titles of all The Woodlands Township employees involved, if available. Explain what happened and who you believe was responsible. Please use the back of this form if additional space is required.

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**TITLE VI COMPLAINT FORM**

The Woodlands Township

Please describe the alleged discrimination incident (continued)

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Have you filed a complaint with any other federal, state or local agencies? (Circle one)  
Yes/No. If so, list the agency/agencies and pertinent contact information below:

Agency:	Contact Name:
<hr/>	
Street Address, City, State & Zip Code:	Phone:
<hr/>	

Agency:	Contact Name:
<hr/>	
Street Address, City, State & Zip Code:	Phone:
<hr/>	

Complainant(s) Signature(s):	Date:
<hr/>	
Print or Type Name of Complainant(s)	

Date Received:
Review By:

## APPENDIX B - LEP DATA

2007-2011 American Community Survey Data The Woodlands Township Limited English Proficiency							
Language Spoken at Home	Speak English "Very well"		Speak English "Less than well"		Total		
	Number "Very well"	Percent	Number "Less than well"	Percent	2011 Number	Percent of Total Language Sub- Group	Speaking Less than Well Percent of Total Population
Total population					88,983		
Speak only English					73,950	83.1%	
Spanish or Spanish Creole	6,597	73.3%	2,346	26.5%	8,853	9.9%	2.6%
French (incl. Patois, Cajun)	301	78.6%	82	21.4%	383	0.4%	0.1%
French Creole	0	0.0%	0	0.0%	0	0.0%	0.0%
Italian	73	78.9%	20	21.1%	93	0.1%	0.0%
Portuguese or Portuguese Creole	164	92.1%	14	7.9%	178	0.2%	0.0%
German	507	84.6%	92	15.4%	599	0.7%	0.1%
Yiddish	0	0.0%	0	0.0%	0	0.0%	0.0%
Other West Germanic languages	192	81.7%	43	18.3%	235	0.3%	0.0%
Scandinavian languages	270	93.8%	18	6.2%	288	0.3%	0.0%
Greek	81	100.0%	0	0.0%	81	0.0%	0.0%
Russian	34	68.0%	16	32.0%	50	0.1%	0.0%
Polish	61	100.0%	0	0.0%	61	0.1%	0.0%
Serbo-Croatian	38	61.0%	23	39.0%	60	0.1%	0.0%
Other Slavic languages	14	100.0%	0	0.0%	14	0.0%	0.0%
American	0	0.0%	0	0.0%	0	0.0%	0.0%
Peruvian	126	69.0%	61	31.0%	197	0.2%	0.1%
Gaeltici	158	69.9%	68	30.1%	226	0.3%	0.1%
Hindi	383	94.6%	22	5.4%	405	0.5%	0.0%
Urdu	398	100.0%	0	0.0%	398	0.4%	0.0%
Other Indic languages	91	77.8%	26	22.2%	117	0.1%	0.0%
Other Indo-European languages	71	69.6%	31	30.4%	102	0.1%	0.0%
Chinese	646	74.3%	224	25.7%	870	1.0%	0.3%
Japanese	71	62.3%	43	37.7%	114	0.1%	0.0%
Korean	117	60.6%	76	39.4%	193	0.2%	0.1%
Mon-Khmer, Cambodian	12	100.0%	0	0.0%	12	0.0%	0.0%
Hmong	0	0.0%	0	0.0%	0	0.0%	0.0%
Thai	33	50.8%	32	49.2%	65	0.1%	0.0%
Laotian	19	100.0%	0	0.0%	19	0.0%	0.0%
Vietnamese	164	55.6%	85	45.0%	189	0.2%	0.1%
Other Asian languages	289	75.3%	98	24.7%	397	0.4%	0.1%
Tagalog	270	78.9%	72	21.1%	342	0.4%	0.1%
Other Pacific Island languages	92	58.6%	65	41.4%	157	0.2%	0.1%
Native	0	0.0%	0	0.0%	0	0.0%	0.0%
Other Native North American	4	100.0%	0	0.0%	4	0.0%	0.0%
Hungarian	16	48.5%	17	51.5%	33	0.0%	0.0%
Arabic	136	77.3%	55	22.8%	241	0.3%	0.1%
Hebrew	0	0.0%	0	0.0%	0	0.0%	0.0%
African languages	13	100.0%	0	0.0%	13	0.1%	0.0%
Other and unspecified languages	0	0.0%	0	0.0%	0	0.0%	0.0%
Survey: 2007-2011 American Community Survey 5-Year Estimates LANGUAGE SPOKEN AT HOME BY ABILITY TO SPEAK ENGLISH FOR THE POPULATION 5 YEARS AND OVER Unit of: Population 5 years and over							



**APPENDIX C - RESOLUTION APPROVING TITLE VI PROGRAM**

RESOLUTION NO. 009-16  
AMENDED RESOLUTION OF TITLE VI PROGRAM AND  
POLICY STATEMENT

WHEREAS, as a result of the 2010 U. S. Census, a new large urbanized area has been designated for the Conroe/Woodlands area, effective as of October 1, 2012, for the purpose of receiving and administering federal transit funds from the Federal Transit Administration ("FTA"), and the City of Conroe and The Woodlands Township (the "Township") are dual designated recipients of such federal funds; and

WHEREAS, the Township is designated by FTA as a direct grantee of federal transit funding from FTA; and

WHEREAS, the Township is eligible for the receipt and administration of such funds from FTA, the Township is amending and will submit to FTA for its approval an amended Title VI, Civil Rights Act of 1964, policy and program meeting the requirements of FTA and applicable federal laws, regulations and policy guidance; and

WHEREAS, the Board of Directors of The Woodlands Township has reviewed and considered an amended program and policy statement for such purposes and deems it advisable to approve the amended program and policy statement; Now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP, THAT:

Section 1: The amended Title VI Program and Policy Statement, dated July, 2016, and attached hereto as Attachment I, is hereby approved and shall be submitted to FTA for review and approval.

Section 2: Such amended Title VI Policy Statement and Program shall be strictly enforced and administered by the Township in accordance with its terms and provisions until same has been amended, repealed or revoked by further action of the Board of Directors and approved by FTA.

Section 3: The individual holding the position from time to time of Transit Program Manager, for the Township is hereby designated as the Title VI Coordinator pursuant to such Title VI Program and shall be primarily responsible for the administration and enforcement of same.

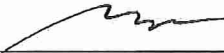
Section 4: Notice of the amended, terms and provisions of such Title VI Program shall be given, posted or published in the manner set forth therein and as required by applicable federal laws, regulations and policy guidance.

PASSED AND APPROVED this 27<sup>th</sup> day of July, 2016.



Vice Chairman, Board of Directors

ATTEST:



Secretary, Board of Directors

